

**Carlisle Council on Aging Board Meeting
Town Hall - Clark Room
October 18, 2016**

Board Members Present: Donna MacMullan, Abha Singhal, Walter Hickman, Kathy DeVivo-Ash, Giovanna DiNicola, Maxine Crowther, Peggy Hilton, Reuben Klickstein, and Jerome Lerman. **Associate Members Present:** Ann Quenin, Verna Gilbert, Jean Sain, Elizabeth Acquaviva, and Helen Lyons. **COA Staff Present:** David Klein and Angela Smith. **Friends Representative:** Nancy West.

Secretary Minutes: A **motion** was made by Walter Hickman to accept the September 19, 2016 minutes submitted by Co-Secretary, Giovanna DiNicola. The motion was seconded and carried by voice vote.

Outreach and Program Manager Reports: A **motion** was made by Peggy Hilton to accept the September reports submitted by Angela Smith. The motion was seconded and carried by voice vote.

Angela Smith reiterated the need for more senior tax workers. David Klein stated that it was a busy month with 580 contacts, which was up from 564 last month and trending toward 600.

Social Worker Report: The Board reviewed the September report submitted by Peter Cullinane. Angela Smith commented that most of his time is spent with two families. David Klein mentioned that he reviewed the warrant article for the social worker with Carlisle's new Finance Director, Kerry Colburn-Dion.

Financial Report: A **motion** was made by Abha Singhal to accept the September report submitted by David Klein. The motion was seconded and carried by voice vote.

David stated that the financial report shows YTD spending is on target after the first 3 months of the fiscal year. He said we've spent a little less than last year mainly due to the timing of bill payments.

He highlighted an error made in the June report which carried forward into July and August. It is corrected and footnoted in the current report in item 9. He explained that the error was due to an expense not being added to the year-to-date figure of the Revolving Account. Otherwise, we are in pretty good shape. David had heard that the State Formula grant might be reduced from \$10/senior to \$9.50/senior. If so, the impact on COA financials would be relatively small.

Abha Singhal asked about the Elderly/Disability Aid Fund (item #10 in the financial report) and David explained that these are funds donated to the Town for seniors who have very low incomes and may need assistance to pay their taxes. According to Angela, in order to qualify for these funds, a senior would have to be over 65 as well. Few people in Carlisle qualify. David commented that this is not strictly COA data, but he included it for informational purposes of Board members.

Director's Report: A **motion** was made by Maxine Crowther to accept the September Director's Report submitted by David Klein. The motion was seconded and carried by voice vote. Highlights from the report are as follows:

1. Another COA van driver is needed, which would bring the total to 7 and provide additional needed coverage. Most of our current drivers do not want to increase their hours as they are retired or have other jobs/commitments.
2. The LRTA report for the prior month's transportation costs is included in the report. The report is slightly higher than previous months because it included 3 payroll periods in the September reimbursement.

Minuteman Senior Services Report: Jean Sain attended the October 5, 2016 Minuteman Senior Services Board meeting. Director Kelly Magee Wright confirmed that formal communication was received from the Executive Office of Elder Affairs that the managed intake waitlist for Priority Level 4 consumers has been rescinded. The team at Minuteman will connect with those consumers who have been impacted by the waitlist. Please accept my sincere thanks for your advocacy efforts. It was anticipated that as many as 2,000 consumers and families would have been impacted by the managed intake waitlist through the close of 2017. Your voice made a significant difference in the lives of these families. So thank you.

Achievements and Highlights:

Shared case presentation at the Emerson Hospital Community Collaborative with the Acton and Concord COAs to highlight the community's role and scope of service around care coordination.

Initiated needs assessment activities, which includes several listening sessions to gather information on needs of communities we serve. Meeting with Indian community in Burlington held in Sept. Next community event is LGBT reception in Maynard on October

6. Quality improvement planning and monitoring meetings have been established with Home Care, Protective Services and Nursing. Toured an Adult Day Program aimed at Hindi and Gujarati speaking seniors to address the socialization needs of diverse seniors. Emerson Hospital is partnering with MSS to co-sponsor a support group for high risk patients beginning in October for 6 weeks. The Holiday auction requests for catalog items tops 400, with over 64 items donated and 4 sponsors committed. Received \$1500 from Foundation for Metro West Hunger Relief Fund. Submitted proposal to Anonymous Family Foundation (\$15,000 for Meals on Wheels).

There were two power point presentations; Quality Improvement Report presented by Erin Weeden, Director of Operations & Quality Assurance, and Needs Assessment presented by Hilary Viola, Director, Community Programs & Area Agency on Aging. Susan Matatia representative from Stow gave us an update on Stow COA. A new Senior Center in Stow will open in November.

Friends of the COA: Nancy West reported the Friends are eager to support the COA Road Race. They are working with the COA on Community Conversations. Most importantly, they start fund raising on December 1.

OLD/NEW BUSINESS

Road Race Committee: Verna Gilbert stated that the team is ironing out details for race day. Maxine Crowther is responsible for 'inside' and Patti Russo for 'outside.' Registration is on-going, T-shirts are in, and flyers are being widely distributed. COA will pay registration fees for seniors who want to participate, but cannot afford the registration fee.

Finance Committee: The Council on Aging budget was on the Agenda for the Finance Committee meeting October 17th. Jerry Lerman, David Klein and Walter Hickman attended the meeting representing the COA. We were one of the first departments to meet with Fincom regarding our FY 2018 budget. Attending also was new Carlisle Finance Director, Kerry Colburn-Dion. The meeting was positive and comprehensive. It included reviews of the regular budget and each warrant item (social worker and pilot transportation). For the Pilot Transportation Program, we were able report that we've spent about 25% of the \$10,000. Because it was difficult to determine the original amount needed, they were happy to know that we are using the funds as intended and not in excess. At this point, we are not asking for more funds (for FY18), but might need to ask for more for FY19. David commented that he does not think that transportation costs will 'explode,' but new programs may be needed and that he was happy to report that after reviewing the original warrant article language, Finance Committee members agreed that it was sufficiently broad to include usage of the funds for other transportation programs for the disabled and seniors.

David did tell them that we may request more funds through the Community Chest to possibly fund an expanded role in the COA department for outreach or program hours. He also mentioned that there might be an adjustment in wages once the Personnel Board completes consideration of our requested review for two COA positions (Transportation & Outreach).

There was discussion about funds needed through a warrant article for a schematic design/feasibility study for a senior/community center. David commented that we would most likely partner with Recreation, but that this could also include ancillary services like the social worker, community health nurse and Veterans. Abha Singhal suggested including the library as a partner as the Hollis Room is generally too small for many functions. Jerry Lerman noted that the amount that would be requested is \$30,000-\$80,000.

Walter Hickman commented that our budget was reduced by \$30,000 because funds are reimbursed by LRTA, but if we come back for additional funds it is because the LRTA has cut-back funds.

There was discussion about using the COA vans to transport voters on Election Day and information on Social Security benefits increasing.

Committee Updates: Donna MacMullan requested that all committees meet prior to the November 15 meeting and be prepared to provide a brief update to the Board.

Next Meeting: The next meeting is Tuesday, November 15, 2016 at 10:30AM.

A **motion** was made by Donna MacMullan to adjourn the meeting. The vote was seconded and carried by voice vote.

Submitted by:
Kathy DeVivo-Ash
Co-Secretary